

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

FORENSIC SECURITY AIDE

JOB DESCRIPTION

Employees in this job perform nursing aide duties, monitor residents, and are responsible for the security at a forensic psychiatry facility.

There are two classifications in this series.

Position Code Title – Forensic Security Aide-E

Forensic Security Aide 8

This is the intermediate level. The employee, under close supervision as an on-the-job trainee, performs nursing aide duties and monitors residents. Employees are required to satisfactorily complete the departmental training program.

Forensic Security Aide E9

This is the experienced level. The employee performs a full range of forensic security aide duties. The employee uses independent judgment in making decisions requiring interpretation and application of departmental guidelines to specific situations.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Counts residents under his/her jurisdiction during the shift and transmits the information to the supervisor.

Oversees and participates with residents engaged in recreational activities.

Observes residents' activities to detect unusual or prohibited behavior, which might be a threat to the safety of residents, employees, visitors, or the security of the facility.

Enforces rules and regulations to maintain order, prevent escapes, and protect residents, employees, and the facility.

Responds to disturbances by defusing the situation and/or isolating instigators.

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Observes "critical incidents" such as assaults on employees or residents, and other situations threatening to the security of the facility, and prepares written reports.

Conducts thorough searches of residents and wards for such prohibited items as weapons, drugs, and other contraband.

Searches for escaped residents and returns them to the facility.

Administers medication, including injections, as directed by staff physicians.

Observes resident's reaction to medications, records information, and notifies supervisor of residents' activities.

Performs nursing aide tasks such as feeding, bathing, and dressing of residents.

Participates as a member of a treatment team utilizing methods and procedures required to carry out the implementation and evaluation of individualized treatment programs.

Prepares and maintains daily written records related to the work.

Transports residents to various locations outside the institution such as courts, medical centers, or other state facilities, ensuring that all security procedures are followed.

Assists higher-level security personnel in the training of new employees.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is necessary at the intermediate level and considerable knowledge is required at the experienced.

Knowledge of security procedures and techniques.

Knowledge of departmental rules, regulations, policies, and procedures.

Knowledge of the techniques of self-defense, riot control, fire fighting, and detection of weapons and contraband.

Knowledge of non-professional nursing practices and procedures.

Ability to maintain composure during stressful situations.

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Ability to learn and apply complex laws, rules, and regulations relative to the work.

Ability to successfully complete in-service education and training programs.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to respond appropriately in emergencies.

Ability to communicate effectively.

Ability to carry out oral and written instructions.

Working Conditions

Employees are subject to the volatility of psychiatric forensic patients.

An employee may be assigned to work any day of the week, or on any shift.

The work is performed in an environment that is extremely uncomfortable and where the work involves a significant chance of incurring a disabling or life threatening injury.

Some jobs require an employee to work in an environment with various degrees of discomfort.

Some jobs require an employee to operate a motor vehicle.

Some jobs require an employee to transport residents to various locations outside the institution such as courts, medical centers, or other state facilities, ensuring that all security procedures are followed.

Physical Requirements

Some jobs require an employee to perform strenuous tasks requiring muscular strength and coordination, and cardio-vascular endurance.

Absence of any physical limitation which would impair effective performance as a forensic security aide.

Education

Possession of a high school diploma or a GED Certificate.

Experience

Forensic Security Aide 8

No specific type or amount of experience is required.

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Forensic Security Aide E9

One year of experience as a Forensic Security Aide 8.

Special Requirements, Licenses, and Certifications

Eighteen years of age at time of employment.

Possession of a valid Michigan driver's license.

Willingness to submit to a thorough background investigation designed to measure the applicant's suitability for forensic security aide work.

Successful completion of on going in-service training and refresher courses.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

FORSECADE

Job Code Description

Forensic Security Aide

Position Title

Forensic Security Aide -E

Position Code

FRSCADEE

Pay Schedule

C12-001

ECP Group 1
8/20/2000
GIH/VLWT